



Finance Committee Meeting Monday, May 2, 2022 – 3:30pm Teams Meeting

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Attendees: Daryl Bishop, Colleen Browne (Chair), William Chivers, Wayne Olson, Amar Patel

Agenda

To facilitate and be the catalyst for workforce development services that are responsive to the employment needs of Brevard County

Page Number

Call to Order

Colleen Browne

Roll Call

Holly Paschal

Public Comment:

Action Items:

Colleen Browne

- A. Approval of Finance Committee minutes for 2/8/2022 1 – 2
- B. PY 21-22 Proposed Budget 3 – 5
- C. WIOA DW to Adult Transfer Request 5/2/2022 6 - 7

Discussion/Information Items:

- A. Financial Reports *Richard Meagher* 8 – 12
- B. Vendor Payment Report 13

Adjourn

Meeting information is always available @ careersourcebrevard.com

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise CareerSource Brevard at least 48 hours prior to the meeting by contacting Holly Paschal at (321) 394-0507. Persons who are hearing or speech impaired can contact Holly Paschal through the Florida Relay Service by dialing 7-1-1

Upcoming Meetings:

May 2022

2nd Finance Committee-3:30pm
2nd Executive Committee-4:00pm
19th Board of Directors- 8:00am

June 2022

No meetings

July 2022

12th Industry Workforce Committee-8:30am
26th Career Center Committee-8:30am

August 2022

1st Finance Committee-3:30pm
1st Executive Committee-4:00pm
18th Board of Directors-8:30am

September 2022

No meetings

October 2022

11th Industry Workforce Committee-8:30am
25th Career Center Committee-8:30am

November 2022

7th Finance Committee-3:30pm
7th Executive Committee-4:00pm
17th Board of Directors-8:30am

December 2022

No meetings

January 2023

10th Industry Workforce Committee-8:30am
24th Career Center Committee-8:30am

February 2023

6th Finance Committee-3:30pm
6th Executive Committee-4:00pm
18th Board of Directors-8:00am -12:00pm (Annual Meeting and Retreat)

March 2023

No meetings

April 2023

11th Industry Workforce Committee-8:30am
25th Career Center Committee-8:30am

May 2023

1st Finance Committee-3:30pm
1st Executive Committee-4:00pm
18th Board of Directors Retreat-8:00am-12pm (TBD)

June 2023

No meetings

CareerSource Brevard (CSB)
Finance Committee Meeting
February 8, 2022

MINUTES

The meeting was held in person and virtually during the COVID-19 pandemic.

Members in Attendance: Colleen Browne (Chair) (virtually), Wayne Olson (virtually), Amar Patel, and William Chivers (virtually).

Members Absent: Daryl Bishop.

Staff in Attendance: Marci Murphy, Richard Meagher, Lynn Hudson, Holly Paschal, and Jeff Witt.

Guests: None

Colleen Browne called the meeting to order at 11:05am.

Roll Call: Holly Paschal

Public Comments: There was no public comment.

Marci Murphy introduced a new board staff member, Accountant Lynn Hudson. Lynn Hudson's training plan was shared with the committee.

Action Items:

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for November 1, 2021, made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Audit

Richard Meagher brought a copy of the Grau draft audit for review and the final should be given to us later today. Motion to approve the Program Year 2020/2021 Audit Summary made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Discussion/Information Items:

Auditing/Monitoring Activity Report

Richard Meager gave an overview of the Auditing and Monitoring Report and explained that there were no findings.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2021. Richard Meagher reviewed the dashboard indicators. William Chivers asked about the Fiscal Dashboard Indicators graph which is highlighted in yellow and pink. Richard Meagher explained that due to COVID, the statistics on the Number of Job Placements and Number of Job Seekers have been very low. Marci Murphy explained these indicators in greater detail to the committee and

explained that we are at the lowest unemployment rate in quite a long time. She explained that employers will need to look at various factors, technical, training and moving current employees up the ladder. Marci Murphy informed the committee that more will be shared during the Board of Directors Meeting.

Vendor Payment Report

Staff reviewed the Vendor Payment report from July 1, 2021, through December 31, 2021.

Adjournment:

The meeting adjourned at 11:27am

Submitted by,

Reviewed by,

(signature on file)
Holly Paschal

2/08/2022
Date

(signature on file)
Colleen Browne

2/08/2022
Date



May 2, 2022

Action Brief

Proposed Budget for Program Year (PY) 2022-2023

Committee Request

Review the proposed Program Year 2022-2023 Budget and make a recommendation to the full Board of Directors for approval.

Background

Preliminary FY 2022-2023 funding figures released from the U.S. Department of Labor and the Florida Department of Economic Opportunity (DEO) indicate a reduction of about 10% from our current year funding levels. Our Workforce Innovation and Opportunity Act (WIOA) Adult and Youth programs are down by 4% in FY 2022-2023 and the Dislocated Worker program is down by 10%. Welfare (TANF) and other DEO formula funded programs are projected to remain at about the same levels as this year. We have several National Emergency Grants that ended in 2021-2022, so our initial pool of NEG funding is reduced by 44%. A portion of that reduction will be offset by several competitive grants, including Get There Faster and Rebuild Florida, so the pool of other grants is projected to increase by 13%. We are continually applying for new competitive grants and they will be added to the budget as they become available.

To address this projected 10% funding reduction of \$1,186,000, senior staff have cut \$329,900 in payroll and operating costs, and we've identified another \$53,900 in optional budget items that will only be restored when we receive additional funding. The one-stop operator's initial budget has been reduced by \$358,500, and discontinued NEG grant activities account for the remaining \$443,700. Our pool of formula funds for customer training and support will remain at the same level as the current year to ensure we meet CareerSource Florida's Individual Training Account (ITA) spending requirement.

The budget is summarized in the left column of Attachment 1, and the funding categories are described as follows:

- 1) Staff Salaries and Fringe Benefits (\$1,401,800) – The total cost of board staff (represents 91% of current year level).
- 2) Program Operations and Business Services (1,307,200) - The total cost of workforce board operations, grant management, employer and customer outreach, planning and financial services (represents 95% of current year level).
- 3) Infrastructure and Maintenance Related Costs (\$854,300) – The total cost of CSB facilities, including rent, telephones, utilities, maintenance and supplies (represents 90% of current year level).

- 4) IT Costs and Network Expenses (\$411,100) – The total cost of technology and telecommunications services, computer hardware and software for the CSB system (represents 94% of current year level).
- 5) Contracted One-Stop Services (\$3,569,000) – The total cost of delivering career center services, including all contracted grant staffing by C2 GPS (represents 90% of current year level).
- 6) Customer Training Activities (\$2,198,100) – Funding administered by the CSB Scholarship Unit for direct customer training (represents 100% of current year formula funding and 76% of current grant funding levels).
- 7) Customer Support Services (\$100,000) – Funding administered by the CSB Scholarship Unit for customer support services (represents 100% of current year funding level).
- 8) Indirect Costs (\$632,500) – Board administrative services (represents 94% of current year projected costs).

Recommendation

The President recommends approving the PY 2022-2023 budget at a level of \$10,474,000 based on preliminary funding estimates, with any funding modifications that are received prior to the full board meeting to be presented to the board.

Action

Review the President's recommended Program Year 2022-2023 Budget and propose a budget to the full Board of Directors for approval. The motion should also grant the President the authority to add or increase budget items as additional funds become available throughout the program year.



Annual Budget Proposal
For the Program Year Ending June 30, 2023

Projected Revenue PY 2022 - 2023	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Grants	Other Grants
Carry In Funds From PY 21 - 22	400,000	200,000	-	-	200,000	-	-
PY 22 - 23 Awards	10,074,000	1,268,190	669,635	367,644	1,646,502	2,404,203	3,717,826
Award Total - Available Funds	10,474,000	1,468,190	669,635	367,644	1,846,502	2,404,203	3,717,826
LESS planned Carryover For PY 23 - 24	-	-	-	-	-	-	-
Projected Annual Revenue	10,474,000	1,468,190	669,635	367,644	1,846,502	2,404,203	3,717,826

Proposed Annual Budget							
Staff Salaries/Fringe Benefits	1,401,800	145,367	36,202	27,203	199,193	323,585	670,250
Program Operations/Business Services	1,307,200	135,557	33,759	25,366	185,750	301,748	625,020
Infrastructure/Maintenance Related Costs	854,300	88,591	22,063	16,578	121,394	197,202	408,472
IT Costs/Network Expenses	411,100	42,631	10,617	7,978	58,416	94,896	196,562
Contracted One-Stop Services	3,569,000	489,417	495,612	136,293	1,139,908	342,320	965,450
Customer Training Activities	2,198,100	490,451	39,093	138,442	32,085	961,090	536,939
Customer Support Services	100,000	10,586	15,954	3,510	19,879	37,359	12,712
Indirect Cost (Budgeted at 6% of Direct)	632,500	65,590	16,335	12,274	89,877	146,003	302,421
TOTAL ANNUAL BUDGET	10,474,000	1,468,190	669,635	367,644	1,846,502	2,404,203	3,717,826



May 2, 2022

Action Brief

WIOA Dislocated Worker to Adult Transfer Request

Committee Request

Review the proposed Department of Economic Opportunity (DEO) Prior Approval Transfer Request Form for transferring WIOA Dislocated Worker funds to the Adult program and make a recommendation to the full Board of Directors for approval.

Background

WIOA Section 133(b)(4) gives local workforce boards the authority to transfer up to 100% of funds allocated for Dislocated Worker activities for expenditure on Adult activities. Each year CSB transfers approximately 60% of its WIOA Dislocated Worker funding allocation to the Adult program because there is a greater demand for Adult services in this region.

In September of 2021 DEO adopted a policy requiring prior approval for these transfers. If the transfer exceeds 25% of the funding, the policy also requires board approval and justification for using one program's funding for the other program's activities.

Action

Recommend that the Board of Directors approve the transfer of \$500,000 (61%) of WIOA Dislocated Worker funding to the WIOA Adult program in the 2021-2022 program year.



Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs

From 7/1/2021 through 6/30/2022

LWDB Number and Name (Requestor): LWDB 13 - CareerSource Brevard

Name / Title of Requestor Representative: Richard Meagher, Finance Director

Adult and Dislocated Worker Transfer Request

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2021	WIOA DW	824,534.00	0.00	0	500,000.00	61%

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

Labor market conditions contributing to the need for the transfer:

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

Signature of Board Chair

Print Name

Date



May 2, 2022

Information Brief

Financial Reports

Background

The three reports that follow this brief will provide the Finance Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2021 and ending on March 31, 2022.

Report Descriptions

CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)

The report provides a comprehensive analysis of funding and spending in the first three quarters of program year 2021-2022 as follows:

- Displays all grant revenues for the current year, including carry-in funding from the prior year, current year grant awards, and planned carryover for the next program year. Major funding streams are detailed in separate columns.
- The annual budget and cumulative expenditures are summarized into eight major categories: (1) staff salaries and fringe benefits; (2) program operations and business services costs; (3) infrastructure and maintenance related costs; (4) IT and technology related costs; (5) contracted service provider costs; (6) customer training activities; (7) customer support services; (8) indirect costs.
- Expenditures are displayed in separate columns for each major funding stream. Total expenditures and percentages of the annual budget expended within each category are also shown.
- Actual indirect costs incurred to date are shown in the right column for each expenditure category. The total indirect cost applied to the grants using our federally negotiated indirect cost rate is deducted at the bottom of the column to arrive at the surplus or deficit indirect cost recovered to date.

CSB FISCAL DASHBOARD INDICATORS (ATTACHMENT 2)

- Displays the number of individuals identified as placed in EFM or found in Department of Revenue New Hire data, as reported on the DEO Monthly Management Report.

- Displays the number of job seekers in EFM who have not received a reportable service in the last 90 days, as reported on the DEO Monthly Management Report.
- Displays the total number of advertised occupations for each month, as reported on the Help Wanted OnLine Monthly Job Demand Report.
- Calculates the CSB total monthly spending per job placement (total monthly expenditures divided by total monthly job placements).
- Displays the quarterly calculations for required spending caps:
 - 1) Administration – limited to 10% of expenditures at year-end
 - 2) ITA Spending – minimum of 30% of expenditures at year-end
 - 3) Youth Spending – minimum of 75% for out-of-school youth

CSB FEE FOR SERVICE ACTIVITIES (ATTACHMENT 3)

- Reports current balance of unrestricted funds available.
- Displays revenue, expenses and the resulting profit or loss for each Fee for Service project in the current year (since July 1).
- Calculates each revenue and expense category as a percentage of total revenue earned for each revenue and expense category.



Budget to Actual Report

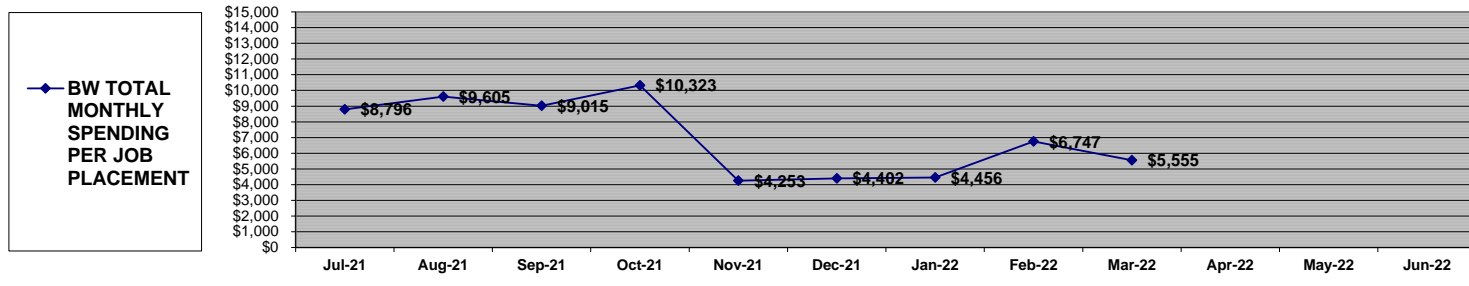
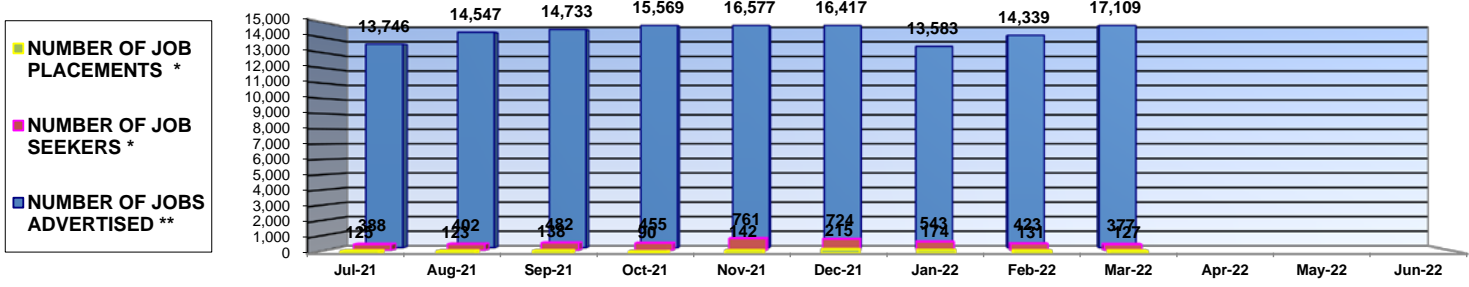
As of March 31, 2022

Revenue PY 2021 - 2022	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Grants	Other Grants	INDIRECT POOL
Carry In Funds From PY 20 - 21	279,736	-	-	-	160,421	-	119,315	
PY 21 - 22 Awards	11,380,264	1,358,319	699,285	450,000	1,646,502	4,326,358	2,899,800	
Award Total - Available Funds	11,660,000	1,358,319	699,285	450,000	1,806,923	4,326,358	3,019,115	
LESS planned Carryover For PY 22 - 23	-	-	-	-	-	-	-	
Total Available Revenue	11,660,000	1,358,319	699,285	450,000	1,806,923	4,326,358	3,019,115	

Expenditures								Total Expenditures - 3/31/22	% of Budget - 3/31/22	INDIRECT POOL
Staff Salaries/Fringe Benefits	1,545,200	106,982	54,859	29,319	155,658	493,212	229,915	1,069,945	69.2%	383,432
Program Operations/Business Services	1,368,100	98,545	50,532	27,006	143,381	454,313	211,782	985,559	72.0%	76,052
Infrastructure/Maintenance Related Costs	958,200	62,757	32,181	17,199	91,311	289,323	134,870	627,641	65.5%	20,158
IT Costs/Network Expenses	438,500	19,816	10,161	5,430	28,832	91,354	42,586	198,179	45.2%	4,038
Contracted One-Stop Services	3,927,500	289,934	293,604	80,741	675,289	660,499	571,939	2,572,006	65.5%	-
Customer Training Activities	2,651,200	301,147	24,004	89,270	19,701	1,672,127	168,233	2,274,482	85.8%	-
Customer Support Services	100,000	6,500	9,796	(2,109)	12,206	9,737	3,313	39,443	39.4%	-
Indirect Cost (Budgeted @ 6% of Direct)	671,300	62,284	25,820	15,162	46,428	287,955	98,875	536,524	72.1%	(536,524)
TOTAL EXPENDITURES	11,660,000	947,965	500,957	262,018	1,172,806	3,958,520	1,461,513	8,303,779	71.2%	(52,844)

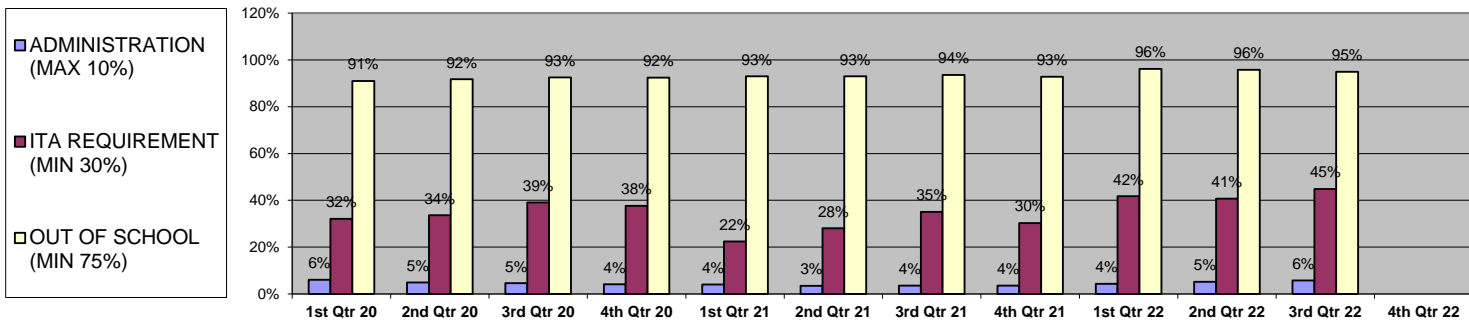
REMAINING AVAILABLE FUNDS		410,354	198,328	187,982	634,117	367,838	1,557,602			
% OF FUNDS EXPENDED BY GRANT THROUGH 3/31/22		69.8%	71.6%	58.2%	64.9%	91.5%	48.4%			

MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports
 ** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



Category	1st Qtr 20	2nd Qtr 20	3rd Qtr 20	4th Qtr 20	1st Qtr 21	2nd Qtr 21	3rd Qtr 21	4th Qtr 21	1st Qtr 22	2nd Qtr 22	3rd Qtr 22	4th Qtr 22
PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	156,767	281,964	418,590	552,984	141,733	265,662	391,282	541,892	151,800	313,374	485,854	
PROGRAM ACTIVITIES	2,427,239	5,435,230	8,733,631	12,881,996	3,406,579	7,349,980	10,565,082	14,532,965	3,373,255	5,690,997	7,883,208	
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	169,810	379,150	573,734	723,452	110,878	217,060	420,757	699,459	156,560	267,019	459,397	
OTHER PROGRAM COSTS	359,950	748,012	893,311	1,195,962	382,653	556,526	780,536	1,609,109	218,239	389,341	565,417	
YOUTH SPENDING:												
IN-SCHOOL	24,911	55,186	54,328	69,794	16,784	13,071	29,987	46,927	6,131	12,987	24,277	
OUT-OF-SCHOOL (MIN 75%)	252,848	612,562	673,673	850,816	221,929	172,829	439,803	603,788	153,264	296,093	450,860	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2021 - 3/31/2022)

Unrestricted Balances: Cash on Hand \$231,622 Certificates of Deposit \$76,198 Total \$307,820

	Healthcare Ambassador Program		AARP BTW 50+ & Skills Accelerator		Juniors to Jobs Program		Ticket to Work & TFF Programs		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue												
Grant Awards	\$ 66,892	100.0	\$ 40,000	100.0	\$ -	-	\$ -	0.0	\$ 5,322	98.8	\$ 112,214	96.9
Contract Revenue	-	0.0	-	0.0	-	-	413	11.5	-	0.0	413	0.4
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	-	3,171	88.5	-	0.0	3,171	2.7
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	-	0.0	62	1.2	62	0.1
Total Revenue	\$ 66,892	100.0	\$ 40,000	100.0	\$ -	-	\$ 3,584	100.0	\$ 5,384	100.0	\$ 115,860	100.0
Expenses												
Personnel	\$ 41,465	62.0	\$ -	0.0	\$ -	-	\$ 50	1.4	\$ 11,111	206.4	\$ 52,626	45.4
Travel / Training	350	0.5	-	0.0	-	-	-	0.0	-	0.0	350	0.3
Outreach	250	0.4	-	0.0	-	-	-	0.0	4,020	74.7	4,270	3.7
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Supplies	-	0.0	802	2.0	-	-	-	0.0	1,182	22.0	1,984	1.7
Equipment	-	0.0	-	0.0	-	-	-	0.0	255	4.7	255	0.2
Professional Services	-	0.0	892	2.2	-	-	8	0.2	1,512	28.1	2,412	2.1
Customer Training	-	0.0	27,132	67.8	-	-	-	0.0	-	0.0	27,132	23.4
Customer Support	17,210	25.7	1,386	3.5	250	-	-	0.0	10,250	190.4	29,096	25.1
Indirect Costs	7,617	11.4	3,882	9.7	32	-	7	0.2	3,641	67.6	15,179	13.1
Total Expenses	\$ 66,892	100.0	\$ 34,094	85.2	\$ 282	-	\$ 65	1.8	\$ 31,971	593.8	\$ 133,304	115.1
Net Profit (Loss)	\$ -	0.0	\$ 5,906	14.8	\$ (282)	-	\$ 3,519	98.2	\$ (26,587)	-493.8	\$ (17,444)	-15.1

VENDOR PAYMENTS REPORTED FROM 1/1/22 - 3/31/22 (>\$1,500)

VENDOR	TOTAL	PURPOSE
Ademero	13,500.00	Content Central database annual maintenance
Allied Universal Security Services	36,128.00	Security guard services for career centers
Amazon Credit Plan	1,586.00	Padfolios for WIOA youth participants (69)
AVIS Rent A Car System	44,427.00	Rental cars/trucks for COVID-19 program
Bates & Company	2,110.00	Annual retirement plan administration
Burning Glass International	10,000.00	Annual Burning Glass LMI subscription
EDC of Florida's Space Coast	6,000.00	EDC annual membership
Grau and Associates	6,500.00	CSB annual financial and compliance audit
LEAD Brevard	5,000.00	Conversation + Community event sponsorship
OptimalResume.com	1,786.00	Optimal Resume quarterly subscription renewal
Taylor Hall Miller Parker PA	24,244.00	Fiscal and programmatic monitoring services
Truist Bank / NAWB	2,985.00	NAWB conference registration fees (3)
Truist Bank / Constant Contact	1,560.00	Constant Contact mass email tool subscription
United Rentals	178,626.00	Participant training for CDBG construction grant
Workforce 180 LLC	5,850.00	Case management online career center staff training
Wright Express	5,244.00	Fuel for COVID-19 program rental vehicles
	345,546.00	